

GENERAL ADMINISTRATION MANUAL

VOLUME 3: HUMAN RESOURCE POLICIES

TITLE: CLOTHING AND STAFF UNIFORMS

EFFECTIVE: October 27, 1994

1.0 SCOPE

1.1 Authority

1.1.1 This policy is issued under authority of Cabinet Minute No. 94-40, dated October 27, 1994.

1.2 Application

1.2.1 This policy applies to all individuals employed under the Public Service Act including casuals and contract employees.

1.3 Purpose

1.3.1 This policy establishes guidelines for the wearing of appropriate clothing by all employees, and the issue and wearing of uniforms and protective clothing by designated employees.

1.3.2 This policy may elaborate on but is subject to, the Public Service Act and regulations, the Occupational Health and Safety Act and its General Safety Regulations and the collective agreement with the Government of the Yukon and the Public Service Alliance of Canada.

1.4 Background

1.4.1 The government believes uniforms can provide an important means to ensure that employees are easily recognized by the public and/or by the clients or other groups they work with.

1.4.2 The government recognizes that certain employees are routinely exposed to the natural elements (snow, cold, etc.) or to workplace hazards (sharp protrusions, chemicals, etc.) which require that they are equipped with personal protective equipment.

1.4.3 The General Safety Regulations of the Occupational Health and Safety Act state that it is the responsibility of workers exposed to the natural elements to equip themselves with suitable clothing and for workers to furnish themselves with required footwear including substantial footwear for all industrial occupations. Through the collective bargaining process the Government of Yukon has agreed to assist particular employee groups to acquire protective wear.

1.5 Definitions

1.5.1 'Uniform' includes any prescribed items of clothing or accessories which are visible when an employee is performing his/her usual duties. A uniform may comprise a full set of clothing (e.g. pants, shirt and tie) or only a part (e.g. shirt).

1.5.2 'Protective clothing' includes any item of clothing for which the primary purpose is protection from the elements or from workplace hazards. Such clothing may include parkas, coveralls, boots, etc.

2.0 ROLES AND RESPONSIBILITIES

2.1 General

2.1.1 Employees who are not required to wear a particular uniform are expected to wear appropriate clothing for their occupation and position.

2.2 Uniforms

2.2.1 Each employee required to wear a uniform will be responsible for laundering and making minor repairs to the uniform. The employee may be asked to return used parts of the uniform when new items are issued or requested or when the employee leaves the position for which the uniform was issued.

2.2.2 Employees will not wear their uniform other than in the performance of their duties and during normal travel to and from their workplace. Employees shall not consume any alcoholic beverages in public while in uniform.

2.2.3 A deputy head may determine that employees in specific occupations within his/her department will be required to wear uniforms and may determine the nature of the required uniform for any or all positions in the occupation. The deputy head may authorize exceptions to the usual uniform requirements for individuals in special circumstances related to religious, physical, or health conditions.

2.2.4 Each deputy head requiring employees to wear a uniform will issue the uniform to the employee.

2.2.5 The deputy head will determine the schedule and process for issue and replacement of worn uniforms.

2.2.6 Subject to the collective agreement, the deputy head may authorize reimbursement for cleaning services when an extraordinary job-related incident occurs that excessively soils an employee's clothing. This provision applies whether the clothing is a uniform or personal attire.

2.2.7 Items of uniform clothing may not be altered without prior authorization from the deputy head and all rank and departmental identifying insignia will be worn in the manner prescribed by the deputy head.

2.2.8 Employees may wear authorized military awards and decorations received in the service of the Allied Forces and ribbons of such awards will be worn in the approved manner in bar form over the left breast pocket.

2.3 Protective Clothing

2.3.1 Each employee required to wear protective clothing will be responsible for its minor repairs.

2.3.2 Each employee issued protective clothing may be required to return the clothing to the employer when he/she is issued with replacement clothing or when he/she leaves the position for which the clothing was issued.

2.3.3. Each employee who receives financial assistance to purchase protective clothing will be the owner of such clothing and will retain it if he/she leaves the position for which protective clothing is deemed necessary.

2.3.4 Subject to the collective agreement, the deputy head in each department in which designated employees require protective clothing will determine which positions require what type of protective clothing. Where protective clothing is to be provided by the employer the deputy head shall determine the process for issue, replacement and cleaning of the clothing.